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14 July 1953

MEMORANDUM FOR: Deputy Director (Administration)

ATTENTION: Classification & Wage Division

SUBJECT: Request for T/O Change

1. T/O adjustments are necessary in the Office of Collection and Dissemination and the Office of Operations to establish a Foreign Publications Branch in the CIA Library, OCD.

2. A memorandum from the DD/I to AD/O and AD/CD, Subject: Instruction for the Implementation of NSCID-16, dated 10 April 1953, delineated the OO and OCD responsibilities in the Agency's foreign language publications program. In summary, "OO will continue to be responsible for preparing English language excerpts, summaries, abstracts, and compilations from foreign language publications and for the coordination of translation services, OCD will assume the responsibility for developing and maintaining indexes, accessions lists, and reference services for foreign language publications, and for coordination of procurement of foreign language publications (except captured documents)". To fulfill these responsibilities "OCD will establish [redacted] a branch of the CIA Library as a focal point for procurement, receipt, and retention of foreign language publications in the Agency."

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3. To implement this plan it is requested that a Foreign Publications Branch, consisting at this time of 17 positions, be added to the T/O of the CIA Library. It is proposed to establish the 17 positions by transferring 13 slots now allocated to the Documents Control Branch, FDD, and 4 slots now allotted to the Book Branch, CIA Library. Position details are listed on attachment.

4. The ultimate structure and T/O of the Foreign Publications Branch will depend on:

- a. A clarification of the Agency budget and personnel situation.
- b. The outcome of discussions now underway between State and CIA on the transfer of the publications procurement function to the Agency.
- and, c. Experience, as derived by the CIA Library in effecting the merger of Document Control Branch functions into the Agency library framework.

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Accordingly, it is requested that the positions as outlined in paragraph 3 be transferred and established without classification survey at this time. When decisions relative to the points raised above are made, this Office will initiate action for final T/O adjustment and classification survey.


Executive
Collection and Dissemination

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Attachment

Concur subject to the inclusion of the provisions of DD/ memo to AD/O + AD/ED dated 7 May Subject FDD-CIA library agreement -


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ATTACHMENT

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POSITIONS TO BE ABOLISHED

NEW POSITIONS

| | | |
|-----------------------------|------------|----------|
| Intelligence Officer | GS-132-14 | K 870 |
| Secretary | GS-318-5 | K 654 |
| Intelligence Officer | GS-132-12 | K 544 |
| Intelligence Officer | GS-132-11 | K 545 |
| Intelligence Officer | GS-132-11 | K 545.01 |
| Librarian | GS-1410-12 | K 547 |
| Librarian | GS-1410-11 | K 548 |
| Librarian | GS-1410-9 | K 549 |
| Document Processing Officer | GS-301-9 | K 550 |
| Document Processing Officer | GS-301-7 | K 551 |
| Document Processing Officer | GS-301-7 | K 551.01 |
| Library Assistant | GS-1411-5 | K 553 |
| Clerk (Typing) | GS-301-4 | K 655 |

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|-------------------|-----------|----------|
| Librarian | GS-1410-9 | K 645 |
| Library Assistant | GS-1411-5 | J 698 |
| Library Assistant | GS-1411-5 | J 698.01 |
| Library Assistant | GS-1411-5 | J 698.02 |

| | |
|-----------------------------|------------|
| Intelligence Officer | GS-132-14 |
| Secretary | GS-318-5 |
| Intelligence Officer | GS-132-12 |
| Intelligence Officer | GS-132-11 |
| Intelligence Officer | GS-132-11 |
| Librarian | GS-1410-12 |
| Librarian | GS-1410-11 |
| Librarian | GS-1410-9 |
| Document Processing Officer | GS-301-9 |
| Document Processing Officer | GS-301-7 |
| Document Processing Officer | GS-301-7 |
| Library Assistant | GS-1411-5 |
| Clerk (Typing) | GS-301-4 |

| | |
|-------------------|-----------|
| Librarian | GS-1410-9 |
| Library Assistant | GS-1411-5 |
| Library Assistant | GS-1411-5 |
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